



ADMINISTRATIVE NOTES

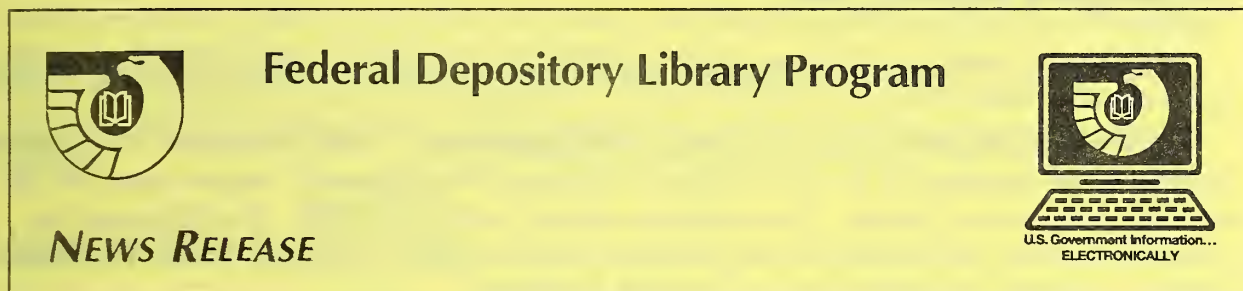
Newsletter of the Federal Depository Library Program

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July 15, 1995

New Letterheads Available to Depositories for Publicity



SuDocs' Advertising and Promotion Branch (formerly Office of Marketing) has developed a depository library news release letterhead that incorporates both the traditional and electronic depository library logos. We will ship initial quantities of 250/500 to those libraries interested in using it for local media relations outreach.

We also can provide a camera-ready master of the letterhead for local reproduction. Please fax Vicki Barber at 202-512-1656 to request an initial 250 or 500 copies of the letterhead and/or a camera-ready master.

The newly revised PSA (public service announcements) are currently being printed. They will be placed in outgoing depository library shipments upon receipt.

The scanned Depository Logo is also being prepared. The 3 ½" diskette includes the main logo you currently use and the new electronic logo. This diskette will be placed in outgoing depository library shipments upon receipt as well.

And if you would like some assistance with developing a local media outreach strategy, call Kathryn McConnell in Advertising and Promotion at 202-512-1710.

Thank you for an overwhelming response to the new Depository Library Promotional Materials Order Form. We've received over 500 requests for promotional materials. Due to the increase in volume of the orders, please allow 6-8 weeks for receipt of your order.

If you have any questions regarding these announcements, please contact Vicki Barber on 202-512-1712.



Act Now to Kill Virus on OPM Disk!

The Library Programs Service has learned that the disk enclosed with the Handbook for Attorneys on Court-Ordered Retirement, Health Benefits, and Life Insurance Under the Civil Service Retirement System, [RI 38-116, Revised January 1995] contains the computer virus BUPTBOOT. The virus is a boot sector virus and is supposed to be rather innocuous. However, like all computer viruses, it should be taken seriously.

Recommended Actions to Take

The Office of Personnel Management recommends you take one of the following actions:

* Download the files on the disk from **OPM Mainstreet**. OPM Mainstreet is a computer bulletin board operated by the U.S. Office of Personnel Management. Anyone may use the bulletin board free of charge. The telephone number is 202-206-4800. The files may be downloaded from the Retirement and Insurance Service forum. You will receive information on how to download the files when you select the forum.

or

* Use virus detection software that identifies the virus on the disk and cleans the disk.

Descriptive information on this publication is as follows:

| Title | SuDocs # | Shipping list # | Shipping list date | Item |
|---|-----------------|-----------------|--------------------|--------|
| A Handbook for Attorneys on Court-Ordered Retirement... | PM 1.8:AT 8/995 | 95-0110-P | 3/27/95 | 0296-B |

Both LPS and the Personnel Management Office regret any inconvenience resulting from the shipment of this publication.



[The following Updates were presented on June 24 at the ALA annual meeting in Chicago.]

Depository Administration Branch Update

Depository Shipping List Numbering

Effective October 1, 1995, the numbers for the Depository Shipping Lists will follow the fiscal year. New sequential numbers starting 0001 will follow the 2-digit designation for the fiscal year. In the past, the change in numbering sequence did not begin until the new calendar year. A change in the symbol for the separates shipping list will also be implemented at this time. Separates will follow the already established pattern of using the initial at the end of the number, thus, 96-0001-S will be used after October 1 for the first separates shipping list of the new fiscal year. These changes are being made in preparation for producing the shipping lists via the automated acquisitions and classification system (AC SIS).

Annual Selection Update Cycle

Remember, the Annual Selection Update Cycle ends July 5, 1995. The GPO Form 3495 (the Green Cards), must be received before this date. Do not fax the cards in. We retain the originals to verify and clarify if problems arise. Please be sure to fill out the library number and address, and double check to be sure the card is signed before sending it out. We receive many cards with illegible library numbers, no addresses and unreadable signatures. The requests on these cards cannot be entered into the DDIS system.

Anonymous Inquiries

When sending email, fax requests, or inquiries using GPO Form 3794, please include the name of the person making the request, the depository number and address, and the telephone number. We often receive inquiries with only the return e-mail address, or the general name of the institution.

Second Claims

When submitting a second request for a claim, please do not use the shipping list method. Use the GPO Inquiry Form (Form 3794) for the second claim. Claims staff have begun noticing libraries submitting a claim and then two days later submitting a second claim. This can result in two claims copies being sent to the library and another library not being able to have a claim filled because the claims copies are exhausted.

FBIS and JPRS

Libraries should begin receiving the FBIS. The JPRS titles are being scaled back, with agency intention to fold the remaining titles in with the FBIS titles. A notice advising the libraries of these changes will be in an upcoming edition of Administrative Notes. Because of copyright limitations, the agency has requested the libraries to not allow reproduction of these resources via photocopy machines or printers. At present, the copyright restrictions

and the inclusion of classified material on the CD-ROM has prevented the inclusion of the CD-ROM format for distribution through the Program.

New Publications of the U.S. Geological Survey

Libraries should again be receiving the microfiche titles from the New Publications of the U.S. Geological Survey. Thanks to those who notified us of the problem. These publications should be coming into the libraries again next month.

Electronic Version of the List of Classes

The electronic version of the List of Classes continues to be updated on a monthly basis. It is in ASCII format and is located on the Federal Bulletin Board. We hope to have it also loaded in a DBF format sometime later this summer.

Surveys

There will be a survey out soon for the Digital Raster Graphics CDs from USGS. The digital raster graphic is a scanned image of a USGS topographic map. USGS anticipates producing 900 discs for this series, which will begin with the 1:24,000-scale, 7.5-minute quadrangles. We are going to assign item numbers for each state and libraries will be able to choose the states they need. As with the DOQs, regionals will be allowed to select those areas for which they will receive discs. This series will have viewing software on the CD-ROM, but a commercial GIS package will be needed to make extensive use of these discs. USGS has no plans at present to discontinue the distribution of the paper 7.5-minute quadrangles.

Please remember when responding to a survey, it must be faxed to the numbers listed on the survey. Do not attach or write notes on the survey form, as the software package cannot correctly interpret the responses when this is done. The final day for receipt of the survey is binding. If you have problems responding to the survey because of machine incompatibility, etc., please call Robin Haun-Mohamed at (202) 512-1071 or contact staff in the Shipment Control and Administration Group at (202) 512-1082.

Missing Shipping Lists Faxed on Demand

LPS is completing a program to provide libraries on-demand copies of missing shipping lists via a fax system. It is now being tested and we hope to open it to all in July.

Microfiche Contracts

Please continue to advise us of problems you are encountering with the full-service microfiche contracts. You can contact Nick Ellis at (202) 512-1061 or send a message via fax at (202) 512-1636 or email: <lpsmail@access.digex.net>.



Cataloging Branch Update

Organizational Objectives

1) Timely and quality cataloging of receipts:

Our reviews indicate that titles published in paper and CD-ROM are cataloged within approximately two days of receipt. Most titles distributed in microfiche are cataloged within approximately 10 to 15 workdays of receipt. As a result of these efforts, more than 90% of our cataloging is original.

2) High hourly and annual production of cataloging records:

Our reviews indicate that catalogers maintain an average hourly production of approximately 1.9 full level records per hour. High individual production results in high annual production of cataloging records with low cataloging costs of approximately \$21 per record. If spread among approximately 1400 depository libraries, this already low cost would approximate 2 cents per record.

3) Continued reduction in the cataloging backlog:

In FY 1992 our cataloging backlog approximated 20,000 titles. As of several days ago, our backlog was approximately 5,200 titles. A sustained increase in production of cataloging records and a slight decline in receipts during this three year period account for this backlog reduction.

Approximately 65% of this backlog consists of NASA microfiche. This March, we implemented our proposal to enter NASA Thesaurus terms taken from appropriate NASA RECON records into equivalent MOCAT records. As expected, entry of NASA terms in preference to assignment of LCSH to NASA microfiche has increased production from approximately 2 records per hour to approximately 2.8 records per hour. To date, we have produced approximately 4,100 NASA records using these new procedures.

As of June 15, 1995, the cataloging backlog approximated 5,200 titles. Fiscal Year to date production approximates 23,000 records.

4) Increased dissemination of cataloging records, improved access to records, and decreased costs of dissemination:

Several initiatives are being undertaken to achieve these objectives. Our World Wide Web application for the Monthly Catalog will allow users to search an online MOCAT containing cumulated records from January 1994 to the present, or to within one day after production in OCLC. This application converts the Monthly Catalog into a "daily catalog" of United States Government Publications. With the exception of recently produced records, all other records will have been edited. With a linkage to a locator function, users will be able to select nearby depositories with holdings that correspond to searchable records.

The Locator MOCAT will be complemented by the CD-ROM edition of Monthly Catalog of United States Government Publications. We expect to publish a monthly edition with monthly cumulations from January through December of each year. We have produced several prototypes and are managing this project as top priority.

Initiatives to increase the number and speed of disseminating searchable records directly from LPS should enable us to eliminate the microfiche edition of MOCAT and reduce costs of publishing the paper edition by revising it from its current size to a much smaller product. A reduced cost edition would be a useful ready reference adjunct to complete records available electronically. Much of the approximately \$500,000 per annum spent on the microfiche and current paper edition would pay for the CD edition.

5) Initiatives to establish bibliographic control of, and access to, information published via Federal Internet sites:

Our Pathway project has moved from theory to the recent development and demonstration of a prototype application. Among other features, this application identifies and associates substantive informational content available at Federal Internet sites with searchable subject headings. Using the three headings developed so far, clicking a subject heading brings users to annotations that describe and evaluate substantive information available at selected sites. A hot key brings the user from the abstract to the site itself. This is the first of several initiatives associated with the Internet.

Cataloging Branch personnel will maintain products and services as they move from concept to reality. We look forward to involvement with the Internet and welcome suggestions. Comments may be directed to:

Thomas A. Downing
Chief, Cataloging Branch
(202) 512-1121
catlps@access.digex.net



Depository Services Update

Outreach:

The 5th annual Federal Depository Conference will be held from April 15-18, 1996 in the Washington metro area. The format for the 4th Conference received positive evaluations from participants. Simultaneous sessions from Federal agencies, an expanded "new documents librarians" focus session, agency exhibits, more choices, etc., will be scheduled. Plan now to attend!

The 9th annual Interagency Depository Seminar is planned for May 29-June 5, 1996 in Washington. "New" documents staff (3 years or less experience in this field) are the target audience for the program. Sessions are conducted by GPO, Bureau of the Census, Office of the Federal Register, Bureau of Labor Statistics, Patent and Trademark Office, and more agencies to be announced.

Publications:

A new Designation Handbook for Federal Depository Libraries was printed and distributed to all depositories. Its intended audience is library administrators seeking depository status and Federal Government officials involved in the designating process.

The Proceedings of the 4th Annual Federal Depository Conference will be distributed to all depositories in late summer.

Personnel:

In February and April respectively, Depository Services gained two new depository library inspectors: Carole Callard and Gail Snider. They have undergone training and have begun solo inspection trips.

Inspection Activities:

A second revision to the pre-inspection self-study will be distributed for comment in mid-summer. A number of recently inspected libraries voluntarily completed the self-study and provided useful feedback.

Libraries, which were last inspected in 1988 and 1989, are tentatively scheduled for inspection during the remainder of 1995 and early 1996 in the following states: Arizona, Arkansas, California, Connecticut, Indiana, Iowa, Maryland, New York, and Texas. Inspectors will contact depository librarians by telephone approximately 6 weeks in advance to confirm a date for the compliance review.

The 1995 Biennial Survey of Depository Libraries will be distributed in the Fall. The answer form will be faxed back to allow speedier tabulation of the data.

Staff are working with a subcommittee of the Depository Library Council to revise the nearly 20-year old Guidelines for the Depository Library System. A subcommittee report will be presented at the Fall 1995 Council meeting in Memphis.

Recently updated depository directory information has been uploaded to the Federal Bulletin Board. This data is used for GPO's World Wide Web site, depository shipments, and on U.S. Fax Watch [202-512-1716] where patrons can obtain a list of depository library locations of depositories sorted by telephone area code.

For more information, contact:

Sheila McGarr
(202) 512-1119
inspect@access.digex.net



Documents Sales Service Request for Comments

Publications Reference File on Microfiche

Background

For more than twenty years, the Documents Sales Service has been distributing microfiche copies of the **Publication Reference File (PRF)** to Federal Depository Libraries. These microfiche copies are made from COM fiche. The contractor supplied COM fiche are created from the GPO's mainframe computer's MARC tapes.

Depository libraries have benefited from receiving the PRF in microfiche format. This format has allowed GPO to supply depositories with large amounts of Documents Sales information within a few weeks of its generation.

There are currently three microfiche versions of the PRF that are distributed to Federal Depositories: 1. **PRF New Sales Titles**, distributed bi-monthly; 2. **Full PRF**, distributed bi-monthly; 3. **PRF Weekly**, distributed to Regional Libraries.

GPO's Bibliographic Systems Branch is updating Documents Sales Service's sales tools. Part of this effort includes exploring the possibility of replacing one or more of the microfiche versions of PRF with an electronic version of the PRF. Available technology would allow GPO to provide upgraded and more timely PRF information at lower costs to depository libraries.

Proposal

If PRF information were made available from GPO via internet, the weekly dissemination of the microfiche PRF to Regional Libraries could be eliminated. It might also be possible to eliminate one or both of the bi-monthly versions of the PRF that are sent to all depository libraries. As all depository libraries will eventually be required to have internet accessibility, the dissemination of the PRF via internet should not prove a hardship to any depository library.

If this proposal were adopted, GPO's customers would realize many benefits. Significantly greater resources could be concentrated on producing more extensive annotations of sales records.

Comments

Your opinion is important to us. If you have any comments or suggestions concerning this proposal, please contact: Chief, Bibliographic Systems, U.S. Government Printing Office (SSMB), Washington, DC 20401. E-mail: Bybsys@access.digex.net



Readers Exchange

Selection Update Procedures at University of Pittsburgh's Hanley Library

Rosanne O'Hanesian, Government Documents Librarian, provides the selection update procedures in place at the Hanley Library at the University of Pittsburgh in Bradford, Pennsylvania.

Selection Update

Selection update is a continuous yearly process ending in May when selections and deletions are sent to GPO and beginning again in June for the upcoming year. At present, Hanley Library selects about 43% of the Suggested Core Collections: Small Academic Library.

As stated in its Collection Development Policy for Government Documents, Hanley Library bases its selection of government documents upon the current and anticipated needs of its patrons.

The steps taken to accomplish this are:

1. Considering the research needs of faculty (see Faculty Development grants and ILL requests) and students (see list of majors from Admissions Office and Comp. II Research Topics lists).
2. Consulting the college catalog for programs offered.
3. Reviewing Educational Policies Committee (EPC) minutes for additions and changes to existing courses and the addition of new ones.
4. Seeking input from the Director of the Bradford Area Public Library as to the information needs of the local community.
5. Receiving input about the information needs of faculty from the other Hanley Librarians who are working with designated academic disciplines on collection development.
6. Reviewing ILL requests for documents in order to identify gaps in the collection.
7. Noting possible documents to be selected as reviewed in BOOKLIST and LIBRARY JOURNAL's yearly *NOTABLE GOVERNMENT DOCUMENTS* feature.
8. Reviewing the List of Classes, Subject Bibliographies, and Monthly Catalog.
9. Continuing review of Using Government Information Sources: Print and Electronic by Jean L. Sears and Marilyn K. Moody. (This selection tool was recently added to the selection update procedures. The documents in each subject area chapter are marked "Y" or "N" according to whether or not they have been selected previously by the library. This is determined by checking against the selection printout. Faculty members in the appropriate disciplines are then asked to review the chapters and indicate whether additions or deletions of documents should be made. The descriptions of the government documents under DISCUSSION in each chapter are most helpful. They provided needed information and clarification for titles in the List of Classes, thereby preventing selection errors. This portion of the selection update procedures will be ongoing until all 54 chapters in the book have been covered.)
10. Checking possible additions against the DELETED and NON-SELECTED card file drawers to determine whether they have been considered in the past.
11. Checking possible additions on NOTIS in an effort to determine subject content.
12. Examining weekly documents shipments to determine whether selections made are appropriate or whether they should be considered for deletion.





Introducing The Superintendent of Documents' Home Page on the GPO Web Site

The Pathway to Government Information

URL: http://www.access.gpo.gov/su_docs/

Initial Web applications cover four areas:

GPO Access On-line Services---Search the *Federal Register*, *Congressional Record* and other on-line databases; link to Federal Depository Libraries offering free public access; find libraries offering free on site access.

GPO Access Federal Locator Services---Identify and locate Federal Government publications, subscriptions and electronic resources on topics of interest, including:

- ♦ Find Federal depository libraries by state or area code.
- ♦ Search the *Monthly Catalog* or the *DOE Bibliographic Reports* database for publications distributed to depository libraries.
- ♦ Identify and link to selected Federal internet sites with information on business, cancer and solar energy; search indexes to locate individual pages on these Web sites.
- ♦ Connect to the Consumer Information Catalog for free and low cost Federal information.

Information For Sale From the Superintendent of Documents (SuDocs)---Purchase books, periodicals, and electronic information products.

♦ Identify and order information for sale by the GPO; view and download Subject Bibliographies, the CD-ROM list or the current Subscription Catalog.

♦ Locate U.S. Government Bookstores, including addresses, telephone numbers and local maps.

GPO On-Demand Delivery Services---View or download Adobe Acrobat files from selected CD-ROMs and the *GPO Access* databases, such as:

- ♦ The Budget of the United States (FY 1996) and The Economic Report of the President
- ♦ Country Studies and Selected Foreign Affairs Documents from the State Department
- ♦ Current Daily Digest of the Senate and House of Representatives from the *Congressional Record*.
- ♦ Current table of contents of the *Federal Register*
- ♦ Connect to The Federal Bulletin Board to obtain free and low cost information on demand from over 25 Federal agencies and organizations.

These services represent our initial Web applications. For additional information, contact:

Electronic Information Dissemination (EIDS)
U.S. Government Printing Office; MS: SDE
Washington, DC 20401

Phone: (202) 512-1530

Fax: (202) 512-1262

Internet E-mail:

help@eids05.eids.gpo.gov

Fax-On-Demand: (202) 512-1716

WWW: http://www.access.gpo.gov/su_docs/

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